



## Revenue Careers



**Tired of Diminishing Returns? Invest in a Great Career at Revenue!**

### Great Careers!

Explore opportunities with Department of Revenue! Revenue's dynamic team is comprised of dedicated professionals who fairly and efficiently collect revenues and administer programs to fund public services, and advocate sound tax policy. We provide great solutions and service by attracting and retaining the best talent and building a diverse workforce. Our employees are our greatest asset. As a member of Revenue's team, you have an important role in our agency mission.

### Great Talent!

The Department of Revenue employs approximately 1,000 people, including revenue auditors and agents, tax examiners, administrative law judges, property appraisers, foresters, and computer analysts.

### Great Location!

Revenue headquarters is located in Olympia, home to the state capitol. The city, located on Puget Sound's southernmost tip, is rich in history, culture, and natural

**Position:** Tax Policy Specialist 1  
**Division:** Research

**Location:** Olympia  
**Notice:** 41092 OC

**Opens:** December 22, 2005  
**Closes:** December 29, 2005

### Primary Duties:

Incumbents are assigned responsibility for subdivisions of a tax program or tax operation area and conduct studies of major importance. Incumbents assist in conceptualization and review of all aspects of studies to include assessment of impacts and policy implications from the agency perspective. Incumbents assist in the development of policy options based on sound tax policy and participate in advising executive management and legislative staff on impacts of policy options. Performs other duties as required. The position may be available as an in-training position.

### Compensation:

\$3234-\$4141 per month (Range 51), depending on qualifications. Outstanding benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; Commute Trip Reduction Incentives; flexible work hours; training; and state retirement plans.

### Desired Qualifications:

A Bachelor's degree in economics, public finance or closely allied field.

AND

Familiarity with basic regression analysis/applied statistics. This is accomplished through having completed a basic economics course, such as principles or micro economics.

### Examination:

The examination is an evaluation of your experience and training (E&T). The examination questions are on this recruitment announcement. Read the instructions carefully and provide your answers in the required format. Raters will score only those answers that follow the required format. We may verify your answers.

beauty. Olympia's location provides easy access to the Cascade Mountains, Olympic Peninsula, and the Pacific Ocean.

### Great Benefits!

- Competitive salaries
- Excellent health and retirement benefits
- Generous paid vacation and holidays
- Promotion opportunities
- Cross-training opportunities
- Continuous learning opportunities
- Talented co-workers
- Meaningful and ethical work
- Serving citizens and making a difference

Visit us at [www.dor.wa.gov](http://www.dor.wa.gov)

### How to Apply

E-mail: [jobs@dor.wa.gov](mailto:jobs@dor.wa.gov)

FAX: (360) 664-0658

Mail: Department of Revenue  
Office of Human Resources  
Attention: Recruitment  
P.O. Box 47463  
Olympia, WA 98504-7463

### Working Together to Fund Washington's Future

This is a test. In addition to completing the employment history portion of your application, you must respond to this test. Write your responses to this test on additional sheets of paper. Your score will be derived solely from your responses to the examination questions. Number your responses to correspond with each item listed, place your name on all sheets, and attach the sheets to your completed state application form. Failure to provide sufficient information in this format will result in a below-passing score. No additional information will be accepted after receipt of your application.

Please provide all information requested in each item. Omission of any part of the requested information will result in your not receiving credit for the item. Note that if called for an interview, you may be required to provide documentation of the facts you state.

### RESEARCH

1. Briefly describe your experience designing and or conducting, research projects or studies. In describing specific projects, explain the purpose of the project and your role. Tell us about the types of data with which you worked, and any decision you had to make regarding how best to acquire, analyze, interpret and present the data. Also tell us about any accomplishments that show your ability to assume a lead or primary role in designing or conducting research.

### STATISTICAL ANALYSIS

2. Describe any training and experience you have in statistical analysis, economic analysis, and fiscal analysis. Briefly describe key projects or studies, including the quantitative analysis methods you used. Also list any college courses you have completed in economic and fiscal analysis, statistics, and research methodology, especially at the graduate level. For each course, specify the title and the school attended.

### COMPUTER SKILLS

3. Discuss the following: Your knowledge of and experience with programming languages; your experience using statistical software (e.g. SAS; SPSS); your experience building and analyzing databases; your knowledge of other software (be specific regarding software packages with which you are familiar).

### WRITING

4. Briefly describe your experience writing research reports or other technical documents. Briefly explain the purpose, the audience for whom the documents were written, and the general frequency with which you wrote those documents. Also attach a recent writing sample of a report or other document you have written that best shows your writing skills. Preferably, this sample should demonstrate your ability to

communicate technical information to non-technical audiences.

**How to Apply:**

Completed applications include letter of interest, examination responses, resume and state application. State applications are available at the following web address:

<http://hr.dor.wa.gov/forms/stateapp.doc> A State Application form must be filled out completely. **All applications must be received by 5:00 PM of the closing date of the bulletin.**

Submit Applications to:

E-mail: [jobs@dor.wa.gov](mailto:jobs@dor.wa.gov)  
*please indicate position title in subject line*

Fax: (360) 664-0658  
*please indicate position title on cover*

Mail: State of Washington Department of Revenue  
Office of Human Resources  
Attention: Recruitment  
P.O. Box 47463  
Olympia, WA 98504-7463

**Special Note:**

This position is covered by a collective bargaining agreement between the Department of Revenue and the Washington Public Employees Association (WPEA), which contains a "union security" provision. This means that, as a condition of employment you must either join the union and pay union dues, or pay the union a representational or other fee within 30 days of the date you are put into pay status. Prior to any new appointment into the Department of Revenue, a background check will be conducted.

The Washington State Department of Revenue is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability, who need assistance in the application/testing process, or those needing this job announcement in an alternative format, may call the Office of Human Resources at (360) 725-7501, TDD/TTY (360) 664-0580.